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NOTES FOR PRESENTATION ON OFFICE OF PERSONNEL

The Office of Personnel is charged with responsibility for the development and administration of the Agency's personnel program. As its title suggests, this Office is engaged in the usual activities of recruitment, assignment, counseling and other employee services, and recordkeeping. We have adapted customary general programs to our own needs. These special features are the points I would like to bring out in talking with you today.

We are necessarily excepted from many of the competitive civil service rules including recruitment via Civil Service appointment. So, rather than placing our personnel requirements before the Commission to be filled from examination registers, we are "out on the road" trying to locate individuals who are interested in and qualified for work in the Agency. We share with most other employers, both private and public, the problems of obtaining sufficient qualified typists and stenographers and the competition for junior professional talent in scientific and engineering fields. We also have need for more experienced people in highly specialized fields or with uncommon combinations of qualifications. While the number of people needed in this latter category has decreased as the Agency has grown up and developed its basic personnel resources, the relatively small number now needed are pretty difficult to find.

In our clerical recruitment, we rely largely on established contacts with high schools and business colleges throughout the country. In the junior professional group, particularly the Junior Officer Trainees, we rely on established contacts at colleges and universities throughout the country.

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About 55.7% of our appointees last year were obtained through the field recruitment activity I have just described. Another 19.8% visited the Agency headquarters on their own initiative. The remaining 24.5% were referred to us by other members of the Agency or from other sources.

Recruitment and assignment activity leans heavily on accurate position information to tell us what kind of people are needed. Our position evaluation unit is responsible for collecting job information which describes not only the duties and responsibilities to be performed but also the qualifications required (education, experience, and important personal characteristics) and any special working conditions. Because the injunction to the Director to protect intelligence sources and methods virtually precludes outside inspection of our positions, we have been exempted from the Classification Act which covers most Federal workers. This exemption places a heavy responsibility on us to establish our own job price tags. As a matter of policy we have conformed generally to Government-wide wage structure. Internally, we are most sensitive to maintaining consistency within organizational elements and strict application of the principle of "equal pay for equal work".

In addition to our regular staff employees, we use individuals in various contract categories. One unit of the personnel office is concerned primarily with the preparation and review of contracts for these individuals and with providing personnel processing service for staff personnel engaged in covert activities.

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We also have a military personnel unit in the personnel office. This division has two main functions: first, to act as the requisitioning point to the several services and as keeper of the military records on all military people detailed to us by the services.

We have also set up a central processing unit to assist individuals who are travelling on Agency business. Most of this service is for employees and their dependents who are departing for or returning from assignments overseas. This activity is under the administrative supervision of the personnel office but provides a focal point for all the administrative processing attendant to foreign travel. In addition to necessary Agency processing, such as arranging for travel and shipment of effects, medical examination and inoculations, security briefing, and so forth, this activity briefs travelers on what to expect in such matters as local living accommodations, climate, stores, and so on.

As a final and important special feature, I would like to tell you about our insurance and casualty affairs unit. Some years ago, we recognized that our employees were facing serious problems with various types of personal insurance because of the security restrictions placed upon them in disclosing the place and nature of their work and because of some of the things they were required to do. We have succeeded in resolving many of these problems through group contracts covering life, medical/surgical, and travel policies. Our most recent success in this field is a travel policy with face values from \$25,000 to \$50,000 at annual premiums from about \$18 to about \$35. This policy affords coverage on an annual, rather than trip, basis on any common carrier, including MATS, whether scheduled or not. In order to protect the identity of our policy holders, we have assumed much of the work normally

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done by the underwriters, such as collection and recording of premiums, and adjudication of claims.

The casualty affairs unit assists employees or their families as to their rights and benefits in cases of personal emergency or misfortune, such as illness, injury or death and in retirement. While not an everyday occurrence, the unusualness of some of their services is illustrated by the case of an employee who died overseas in which, because of a number of security, cover and personal factors, required that we take care of all the funeral arrangements. This unit also handles claims for benefits under the Federal Employees Compensation Act and medical expense benefits authorized by our own Act for personnel assigned overseas.

To sum up, we have all of the usual responsibilities for providing a program of personnel administration and, in many instances, we have assumed responsibilities which are unheard of in the old line Government agency. These extras, if you will, are the personal services which we render for our people to the end that security is maintained and that we make CIA the very best possible place to work. This is in keeping with the theme that underlies our efforts: to establish and maintain in CIA a staff of career personnel.

The development of this career system has provided the framework within which the individual elements of our personnel program are designed. Toward this end, we had selected into the Career Staff as of January  individuals who have already demonstrated their suitability for career employment. Approximately  more will be selected as of the end of March. Concurrently, we have set up a number of programs affecting individual development, rotation, and training.

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